

Level of Service

Terms of Reference

Review of Digital Aerodrome Air Traffic Services

for

Hamilton, Ontario

NAV CANADA
Level of Service
151 Slater Street
Ottawa, ON K1P 5H3

May 2026

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Table of Contents

1. Purpose	1
2. Scope of Study	1
3. Background.....	1
4. Methodology.....	1
5. Human Resources	2
6. Work Management Plan	2
7. Materiality of the changes.....	3
8. Finance Resources.....	3
9. Consultations.....	3
10.Safety Management Plan	3
11.Authority	4

1. Purpose

The objective of this Terms of Reference is to initiate an Aeronautical Study (the “Study”) to review the use of Digital Aerodrome Air Traffic Service (DAATS) to provide airport control service at Hamilton, Ontario.

2. Scope of Study

The Study will assess the key considerations of providing airport control service via DAATS. The Study will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required in the event changes are recommended to service delivery.

3. Background

The John C. Munro Hamilton International Airport is located south of the City of Hamilton and 33 nautical miles (NM) southwest of Toronto Pearson International Airport (CYYZ). The airport is owned by the City of Hamilton and operated by TradePort International Corporation.

There are two asphalt runways, Runway 06/24 which is 6,010 feet by 150 feet, and Runway 12/30 which is 10,006 feet by 197 feet. The threshold of Runway 12 is displaced 1,608 feet. NAV CANADA provides 24-hour airport control service within an irregular shape 7 NM Class D control zone (CZ) which extends from ground level to 4,500 feet above sea level (ASL). In 2025, there were 39,281 total aircraft movements at the Hamilton airport, of which 58 per cent were conducted under instrument flight rules (IFR), and 42 per cent were conducted under visual flight rules (VFR).

In 2022, NAV CANADA announced its digital facilities initiative to modernize and digitize Air Traffic Services (ATS) provision at Canadian airports over the next 15 to 20 years. In January 2023, NAV CANADA confirmed the selection of Kingston, Ontario as the site for a digital facility, which is anticipated to initially provide airport advisory service (AAS) to the Kingston Airport via DAATS. In 2025, NAV CANADA announced the selection of Hamilton Airport as the second site to transition to the Kingston DAATS digital facility. The Hamilton transition is anticipated to proceed once the Kingston AAS implementation has been successfully validated.

4. Methodology

The Study will identify, assess, and analyze information gathered through data collection and consultation with users and stakeholders. The Study will:

- 1) Confirm stakeholder requirements for the service under review,
- 2) Analyze the concerns and issues raised by the stakeholders,
- 3) Develop possible solutions and options,
- 4) Conduct a Hazard Identification and Risk Assessment on issues, as required,
- 5) Present recommendations for Executive Management and Board of Directors approval,

- 6) Coordinate with the appropriate managers who would be involved with the technical and operational implementation of any proposed service change and,
- 7) Coordinate with Transport Canada.

A business case will be developed to validate the recommendations as needed.

5. Human Resources

The Study team will be multidisciplinary, with representation as required from crucial operational, technical and support areas.

The Study team will ensure that consultation with affected or interested stakeholders is sufficient before making recommendations to senior management.

The Study team will conduct a risk analysis and may call upon stakeholders to contribute to assessing some risk scenarios.

Team Leader: Manager, Level of Service

Contributors:

- Specialist, Level of Service,
- Managers/Staff in YYZ Flight Information Region,
- Aeronautical Information Management,
- NAV CANADA Technology Group,
- NAV CANADA Corporate Performance,
- NAV CANADA Stakeholder and Industry Relations and,
- Others as required.

6. Work Management Plan

Terms of Reference approval: April 2026

When conducting the Study*, the following will be undertaken:

- 1) Develop a Communication and Consultation Plan – Spring 2026
- 2) Study commencement – Spring 2026
- 3) Consultation – Fall 2026
- 4) Assess consultation input – Winter 2026
- 5) Conduct Issues Hazard Identification and Risk Assessment – Winter 2026
- 6) Finalize Aeronautical Study report – Winter 2026
- 7) Executive Management and Board of Directors approval – Winter 2027

If a change proposal is approved:

- 8) Issue a Notice of Proposal – Spring 2027
- 9) Circulate the concluded assessment to Transport Canada for safety review – Spring 2027

Following Transport Canada concurrence:

- 10) Coordinate implementation plan and dates with appropriate departments – TBD
- 11) Prepare the Aeronautical Information Management submission – TBD
- 12) Prepare and publish an Aeronautical Information Circular – TBD
- 13) Prepare and publish Notice –TBD
- 14) Implement – TBD
- 15) Monitoring / Post-Implementation Reviews – TBD

* Study timelines may be subject to adjustment.

7. Materiality of the changes

Some proposed service delivery options may represent a material change to a significant group of users. If this is the case, formal notifications, as per the Civil Air Navigation Services Commercialization Act, will apply.

8. Finance Resources

Service design changes may generate an engineering support requirement. These requirements will be identified as the study progresses in support of initiating project planning for implementing engineering-related recommendations from the study.

9. Consultation

An appropriate consultation plan will be prepared. It will include formal stakeholder consultations to determine if any issues exist and what mitigations may be required if changes are recommended.

Aviation organizations representing airports, general aviation, business aviation and others, as appropriate, will be consulted during the Study. A list of users and stakeholders consulted will be attached to the Study.

Should you have any questions or wish to provide input to the Study, you may do so by emailing studies.etudes@navcanada.ca or by writing to:

Courier/Civic Address	Mailing Address
NAV CANADA Level of Service 151 Slater Street Ottawa, ON K1P 5H3	NAV CANADA Level of Service PO Box 3411, Station T Ottawa, ON K1P 5L6

10. Safety Management Plan

NAV CANADA will prepare a project safety management plan that identifies implementation responsibilities resulting from the Study, including mitigation and monitoring actions to implement any service change.

11. Authority

This document has been issued under the authority of the Assistant Vice President, Stakeholder and Industry Relations.